



SANDERS COUNTY VACANCY ANNOUNCEMENT

March 04, 2020

Position: Fairgrounds Administrative Assistant
Seasonal Full Time/Part Time – Varies by Week and Season – Permanent
Scheduled hours will be discussed during interview process

Department: Fairgrounds

Pay Grade Range: Starting rate \$12.66, depending on experience

Closing Date: 4:00 PM Tuesday, March 17, 2020

The Fairgrounds Department preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development and event production.

Application Documents Required: Please contact Sanders County Job Service at 406-382-3045.

Job Summary: The Fairgrounds Administrative Assistant performs a variety of technical and administrative tasks in support of department needs, including preparing correspondence, performing internal and external customer service, and researching and preparing reports. Duties may also include performing clerical functions such as taking meeting minutes/notes, managing filing systems, assisting with special projects and responding to information requests. This position performs a variety of complex clerical and administrative assignments in keeping official records and providing administrative support to the Board of County Commissioners and assisting in the administration of the standard operating policies and procedures.

Successful Candidate must be able to:

- Perform routine clerical and administrative work answering phones, referring messages, receiving the public, providing customer service, entering data and word processing in accordance with standard operational procedures in support of department functions and objectives.
- Answers inquiries, providing information based on considerable knowledge of County Fair programs and activities.
- Composes a variety of correspondence and other documents of an important nature from brief instructions, notes, or research. Verifies content accuracy and corrects grammar and composition as required. Responds to routine communications, inquires and issues on behalf of the Commissioners
- Assist Fair Manager in preparing bills and claims for submission to Fair Commission and Clerk & Records Office.

- Responsible for ticket sales and tracking; prepare all off-site sales packets and arrange for pickup.
- Arrange delivery of all fair promotional items to surrounding areas.
- Answer a variety of routine and semi-technical questions related to the organization, functions, procedures, regulations, and programs of the agency after determining that information may be given; answer inquiries for complaints which do not need policy interpretation or expertise. Handle requests for information appropriately and use judgment in handling sensitive information by adhering to department rules of confidentiality.
- Acts as a custodian of departmental documents and records. Establishes and maintains filing systems, controls and indexes using moderate independent judgment.
- Take minutes of all Fair Commission meetings and posts the minutes of the meeting in a timely manner.
- Collects bills and prepares claims for submission to the Clerk & Recorder following review and approval by the Fair Manager and Fair Commission.
- Responsible for the sale of advertising for the premium book and the advertising monies collected from business advertising in the main arena and the chute sponsors.
- Assists in the open class premium system, to include the hiring of division superintendents, clerks and runners, and judges.
- Responsible for obtaining the necessary papers for tax purposes, the awards and decorations presented to fair exhibitors, including ribbons and plaques.
- Welcomes visitors by greeting them in a friendly manner, answering or referring inquiries; routes to appropriate personnel if needed. Answer incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department. Takes adequate messages when required.
- Maintain inventories and orders office supplies and materials.
- Back up Fairgrounds Manager as needed.

Education and Experience:

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, and bookkeeping.

The job requires knowledge of Computers; electronic data processing; modern office practices and procedures and handling monetary transactions. You will be required to possess the ability to effectively meet and deal with the public; communicate effectively verbally and in writing; maintain complex filing systems; handle stressful situations; work extra hours as required; compose correspondence from general instructions; establish and maintain effective working relationships with management, employees, clients, and the public; understand program objectives in relation to departmental goals and procedures; organize and prioritize work assignments; use and understand common database, spreadsheet and word processing applications; learn specialized computer applications. The position must learn to interpret and apply well-defined administrative rules, regulations, and policies to determine how to take care of problems and issues on the spot.